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DEPARTMENT OF THE NAVY
NAVINTCOMINST 3820.6A
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IN REPLY REFER TO

NAVINTCOMINST 3820.6A CH-1
NIC-05R

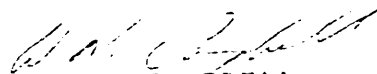
APR 8 1981

NAVINTCOM INSTRUCTION 3820.6A CHANGE TRANSMITTAL 1

Subj: DoD HUMINT Information Report Evaluation Program

Encl: (1) Revised pages IX-16-1 through IX-16-10.1 of
enclosure (1) to basic instruction

1. Purpose. To transmit Change 1 to the basic instruction.
2. Action. Remove pages IX-16-1 through IX-16-10.1 of the
basic instruction and insert enclosure (1) attached hereto.


W. N. CAMPBELL
Deputy

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CHAPTER 16

NAVJINTCOMINST 5820.6A CH-1

APR 8 1981

DOD HUMINT INFORMATION REPORT EVALUATION PROGRAM

1. **PURPOSE:** To describe the objectives of the program, the use and contents of DD Form 1480 (Defense Intelligence Information Report Evaluation) or message equivalent, and procedures for preparing and processing the form. See paragraph 14 for the meaning of asterisked (*) items.

2. REFERENCES:

a. DoD Directive 5105.21, "Defense Intelligence Agency," 19 May 1977.

b. DIAM 58-2, Volume II, Part Nine, "Requirements Reporting Guidance Programs (U)." SECRET/NOFORN, Chapter 15, "Intelligence Information Reports."

c. DIAM 58-2, Volume II, Part Four, "Human Intelligence Tasking System (HITS) (U)." CONFIDENTIAL.

d. DIAM 58-6, "Analyst-Attache Relationships (U)." CONFIDENTIAL.

3. **APPLICABILITY:** This chapter is applicable to all intelligence production activities of all DoD components and all voluntary non-DoD participant members of the U.S. foreign intelligence community who utilize the Human Intelligence Tasking System (HITS) in support of the function of intelligence information needs.

4. **AUTHORITY:** This chapter provides guidance on the DoD Human Source Intelligence (HUMINT) Intelligence Information Report (IR) Evaluation Program. This publication provides intelligence guidance to all DoD components and is issued under the authority delegated in DoD Directive 5105.21, "Defense Intelligence Agency," by the Secretary of Defense to the Director, Defense Intelligence Agency.

5. **SUPERSESION:** This chapter supersedes DIAR 58-9, "Defense Intelligence Information Report Evaluation," 1 August 1973.

6. **FORMAT:** Message evaluations will be used unless infeasible. DD Form 1490 is designed to be used as a draft format for preparation of messages. Message and hard-copy DD Form 1480 preparation guidance is provided at enclosures 1 and 2. An addressee guide is provided at enclosure 3.

7. **OBJECTIVES:** The evaluation program is designed as the primary means for user consumption of feedback to field collectors. It guides the latter's collection efforts to better serve analysts' needs, to eliminate unnecessary or redundant collection and reporting, and assists in the most cost-effective utilization of source DoD HUMINT collection resources. The program also supports efforts to obtain performance and management data to assess the contribution of information gathered by DoD human resources collectors and the utility of such information in intelligence production and to end consumers. No conflict exists with reference as to analyst to attribute communication channels to credit trail. It applies only to respond on validated testing actions, and affords necessary communications channels between collector and consumer.

8. EVALUATION CRITERIA:

a. DoD Evaluation Criteria IR's are selected for evaluation only if the complete IR is available with all enclosures. The following criteria apply:

(1) All responses to Intelligence Collection Requirements (ICR's) must be evaluated by the originators of the requirements (see para 10.d.1.) unless the collector checks "NO" in the "REQUEST FOR EVALUATION" block of the IR, in which case the IR will not be evaluated.

(2) IR's containing collectors' requests for evaluation require evaluation by appropriate Offices of Primary Responsibility (OPR's) as determined by the DIA DC-4A liaison representative to the Document Analysis Branch (DAB).

Number of IR's received from the collector by the collector's report of the number of intelligence requirements (CIR's), IRM and IRM 9 requirements of the IR's. Evaluations requested by the collector, the collector should identify specific questions or areas of interest to be evaluated by the analyst (see paragraph 10d below).

(3) A statistical statistically selected sample of the IR's will be selected by MACC (the MACC is at OPR for evaluation) sufficient to provide an acceptable statistical base characteristic of each collector's total initiative reporting effort and will be used only to insure that at least 15 percent of each collector's total reporting is evaluated.

(4) Production analysts at all echelons are strongly encouraged to evaluate IR's on their own initiative. Any analyst may initiate an evaluation when:

(a) It is not requested by the collector or not an ICR response (unless analyst is not the OPR for the requirement but still has interest in the subject).

(b) A particularly complete and thorough report is submitted which obviously involved the expenditure of more than average effort in the collection or preparation.

(c) The content makes a significant contribution to intelligence holdings.

(d) The content is judged to be inaccurate or misleading when compared with other holdings.

(e) The IR is considered of no value and further similar reporting is not desired.

(f) A dialogue is necessary to clarify points in the IR or provide guidance for future reporting.

(5) Special evaluations are directed by competent authorities.

(6) IR's responding to Source Directed Requirements (SDR's) will be evaluated when

they are marked "Source Directed" and by the "COMPLETED." At that point, all IR's responsive to the SDR originated by the collector must be evaluated on the OPR in 150 or more are equivalent and dated to reflect each IR number. Some SDR's may address a variety of topics (e.g., top-down, electronics, ASW, weapon systems, etc.) in which case one composite evaluation may not be possible. To preserve the sense of direct initiative, the composite evaluation will be to SDR's use of the "Source Directed" evaluation designation.

(7) IR's forwarding biographic or open-source data, regardless of URS references, will not be tasked for evaluation unless requested by the collector with full justification in the INATOR'S COMMENTS. However, analyst initiative evaluations on open-source data not considered of value are strongly encouraged as one means to reduce unneeded IR production.

b. Unified and Specified (U&S) Command Evaluation Criteria.

(1) U&S Commands and subordinate elements have the responsibility to select and evaluate all IR's responsive to their originated ICR's and IR's requesting evaluation which are responsive to their originated CIR's.

(2) U&S Commands may supplement the criteria specified above by establishing additional evaluation criteria for application to IR's originated by Command HUMINT collection resources, applicable only to analysts under their operational control.

(3) If an overriding reason exists precluding use of the message IR evaluation format:

(a) Three copies of hard-copy Command evaluations will be furnished to the Guidance and Requirements Branch (DC-4A) for inclusion in the evaluation data base and for other distribution.

(b) The original hard-copy evaluation will be expeditiously dispatched directly to the collector by the U&S Command or subordinate elements.

10. Analysts are not to evaluate all inter-agency IRs; analysts are only to evaluate if the subject of an IR is of interest regarding production activity within the United States or UNUS activity worldwide.

11. Message evaluations will always be addressed as shown in enclosure 3.

3. PROCEDURE:

a. Evaluations of IR's will be processed as follows:

(1) DC-4A will complete those blocks of the IR identification data section specified in paragraph 10.b and, if hard copy, forward six copies of the DD Form 1450, together with the report to which the evaluation applies and its enclosures, to the production activity assigned to perform the evaluation. Assignment of collector initiative IR's for evaluation will be accomplished in accordance with the Intelligence Interests of the various DoD and other agencies' analytical elements worldwide.

(2) When overriding reasons preclude message evaluations pertinent to hard-copy evaluations, production activities will complete all portions of the evaluation form not previously completed by the DC-4A liaison representative to the Central Reference Division, detach the sixth (analyst's) copy for retention, and forward the remaining copies to DC-4A (unless special exception has been made on a case-by-case basis, such as shown in paragraph 7.b, above). The original will be forwarded by DC-4A to the collector within a maximum of 1 week. If there is no cognizant analytical activity within an agency, the entire package will be expeditiously returned to RTS-2B (not DC-4A) with a note stating, "NOT OPR. REQUEST RE-ROUTE." All completed evaluations must be returned to DC-4A within 30 days of IR and enclosure receipt. If an IR is erroneously assigned to an analyst for evaluation (where the analyst is not the OPR), the IR will not be evaluated or discarded, but will be re-routed as per above. Those evaluations nominated for release to foreign governments must be routed through

the appropriate Foreign Release Authority (see paragraph 16.b(10), below, for specific guidance).

b. Services and U.S. Commands will not evaluate activities which involve IR's originating to their OPR's directly from the OPR's. They will not evaluate duplicate IR's or evaluation forms from the OPR's. These IR's will be evaluated applying the guidelines outlined in the paragraphs above. The original evaluation will be returned directly to the collector, the fifth copy retained, and the other three copies sent to DC-4A. It is incumbent upon such production elements that each "Header Data" entry on the hard-copy or message evaluation is completed to avoid loss of the evaluation, or precluding DIA from properly entering data in the ADP support file (Eval File). All "Header Data" are easily discernible from the administrative blocks of the IR.

c. The use of message evaluations is directed unless there are overriding reasons why this cannot be accomplished. The message format is at enclosure 2 to this chapter. Message evaluations will be addressed to the collector, to DC-4A, and to intermediate levels of the collector's command, if appropriate. The subject of all evaluation messages will be "DOD IR EVALUATION." Use of the message format significantly reduces receipt time by collectors and considerably enhances the entire IR evaluation program.

d. Analysts are expected to evaluate only those portions of IR's which apply to their area of responsibility. They are not expected to comment on anything outside their area of expertise nor to staff the evaluation elsewhere to evaluate information outside their areas of expertise. The analyst will indicate in the COLLECTOR'S GUIDANCE (block 17) exactly what portions were evaluated. If the IR does not apply to an analyst's area of interest and does not cite an applicable requirement originated by the office, the IR was misdirected and should be routed in accordance with paragraph 10.a.(2), above.

e. Evaluations containing Sensitive Compartmented Information (SCI) or "RODCA" material are strongly discouraged due to distribution

DD Form 1480 (DD Form 1480) address by separate means. Messages are to be typed through appropriate handling system. All DD Forms and messages are prepared and filed at the combat level. For further guidance, see the appropriate active correspondence, if applicable.

10. INSTRUCTIONS FOR COMPLETING DD FORM 1480 (AND MESSAGE EQUIVALENT).

a. General Guidance.

(1) Analysts' evaluations are the principal source of substantive feedback available to collectors and serve as guidance to collectors in their efforts to fulfill identified intelligence needs. Analysts are encouraged to exercise objectivity and candor in the preparation of evaluations, to include generous use of the mandatory COLLECTION GUIDANCE and the optional REMARKS sections (blocks 17 and 18) of the form, which are designed to serve as vehicles for a substantive dialogue between collectors and analysts.

(2) When a collector indicates in the REQUIREMENTS/REFERENCES block of the IR that he/she has met an ICR (only) is "COMPLETED" and an analytical agency indicates on an evaluation that the collector has completely satisfied the ICR, DC-4 will automatically delete that collector from the requirement (or cancel the requirement completely, if appropriate). If an analytical element believes that an IR marked "COMPLETED" does not fulfill the requirement for that collector because of perceived collection potentials, the analyst should so state in block 17 (COLLECTION GUIDANCE) of the DD Form 1480.

(3) If an IR quotes a requirement originated by the receiving analytical element, but the IR, in fact, does not answer any of the requirement, blocks 12.C. and 13.D. will be checked (as well as 16.C., if appropriate). Guidance will then be included in block 17 COLLECTION GUIDANCE to redirect the collector's efforts.

(4) Hand copy DD Form 1480 when it is necessary. Any viewless evaluations need not be typed. Legible handwritten evaluations are acceptable. All entries must be readable. Corrections or strike-outs are acceptable.

(5) Advanced IR's to guide (initial message IR's which do not include all enclosures) will not be evaluated, even if requested, until the enclosures have been received. DC-4A will not task analysts for evaluations until the complete IR has been disseminated with the DD 1480. If analysts do not fully receive such requests for evaluation, they are to return them to DC-4A with an appropriate note attached and without completing any portion of the evaluation. Analysts should make certain that the enclosures have, in fact, been received before taking this action.

(6) The collector may cite the following types of requirements references. They will always precede the Initiatives except INITIATIVE. Prefixes "ICR," "SDR," "CIR," and "DIRM" are not desired. If applicable, "completed" (may be abbreviated "COMP") must follow each ICR and SDR reference. See DIAM 58-2, Volume II, Part Four for full explanation of these references.

(a) DIRM 3: The first character will always be Z. Example: Z-DI3-UR015.

(b) DIRM 9: The first character will always be Y. Example: Y-DIRM9-001.

(c) SDR: The first characters will always be SD. Example: SD-FST-0001:CONT. Note that SDR prefixes from the joint unified commands are "SU" (Reference DIAM 58-2, Volume II, Part Four, "Human Intelligence Tasking System (HITS) (U)," CONFIDENTIAL, 17 December 1979, page 20).

(d) ICR: The first character(s) will be other than SD, Y, or Z, and the fifth character other than 4. Example: G-FST-19333/COMP.

(d) **Block 2—IR NO.*** Mandatory. Only SD, Y, or Z and the sixth character will be filled in by DC-4A. Example: GEFST49433.

(e) **Block 3—TARGET COUNTRIES.*** Mandatory. Only in X is required in the appropriate space on the hard-copy DD Form 1480. In the message format, place the word "Initiative" in paragraph 10.

(f) **DD Form 1480 and Message Replicator—Specific Guidance.** The following specific instructions are keyed to the data blocks shown on DD Form 1480 and will be followed in the completion of those blocks. Blocks which must always be completed are indicated by the word "mandatory." The provisions of this paragraph also apply to hard copy except where noted herein or in enclosures 1 (hard copy) or 2 (message format) to this chapter. All items in blocks 2 through 11 will be filled out exactly as they appear on the IR unless otherwise noted herein.

(1) **Block 1—CUSTOMER NO.*** The customer number of the production activity designated to receive the IR for evaluation will be entered by DC-4A in this block.

(2) **Block 2—IR NO.*** Mandatory. The ten-digit number will be placed in this block by DC-4A (see paragraph 9.b above).

(3) **Block 3—TARGET COUNTRIES.*** Mandatory. The two-character target country or area code(s) will be entered by DC-4A. The full names of the countries are not desired.

(4) **Block 4—REPORTER'S NAME (DAO's only).** Mandatory where applicable. The last name of the individual in the USDAO who wrote the IR will be entered here; otherwise, the block is left blank. This will be completed by DC-4A.

(5) **Block 5—IR DATE.*** Mandatory. The date of the IR will be entered in year-month-day sequence in the six blocks provided, e.g., 720209, by DC-4A.

(6) **Block 6—SOURCE NO.*** Mandatory when provided. Source numbers (such as Source Code Identifiers) will be entered by DC-4A. Narrative

source numbers, if any, and the "Source No." will not be entered. Leave blank when no source number is provided by the IR originator.

(7) **Block 7—PROJECT NO.*** Mandatory for collectors under program elements 41012 and 41022 HUMINT only. The six digit collection project number will be entered in this block by DC-4A.

(8) **Block 8—SOURCE CODE(SI)*** This block is for DC-4A use only. Enter "N/A" on message evaluations. Leave blank on hard copy evaluations.

(9) **Block 9—REC'D BY DISSEM.*** Mandatory except as indicated in paragraph 10 c, following. The date on which the IR was received by the Dissemination Activity will be entered by DC-4A in year-month-day sequence.

(10) **Block 10—REFERENCE(SI).** Mandatory. If the IR responds to an ICR, an SDR, a CIR, a DIRM 3, or a DIRM 9, DC-4A will check block A and enter the tasking reference(s). If the IR is a collector initiative, block 9B will be checked. When multiple requirements are referenced in an IR, the criteria below will be followed in selecting which analytical requirements will be tasked to evaluate the IR. *NOTE:* Analysts may elect to evaluate any IR on their own initiative without regard to the following instructions.

(a) *More than one ICR and/or ICR(s)—SDR combination, but no other tasking references.* An evaluation form will be forwarded to the originator(s) of the ICR(s) and, when marked "Complete," to the originator of the SDR—one form for each ICR and SDR cited. If the same analyst is assigned to evaluate the same IR more than once because he was the originator of more than one of the ICR's referenced, he may combine the evaluations on the same form (discarding the unused forms) by adding in block 10 the additional ICR's from the discarded forms, provided that blocks 12 through 16 are the same for each. Blocks 17 and 18 may be subparagraphed for the purpose of discussing each ICR response. If blocks 12 through 16 are not identical for all, a separate form must be used for

each SDR's chain of reference is "complete" must be evaluated separately. SDR's may be evaluated separately at the option of the analyst or production agency as outlined in paragraph 8.a(9), above.

(b) An SDR, *and* more ICIR's, or ICIR's - SDR combination with other types of references also cited. Only one initiator of the ICIR's and/or SDR's in a "complete" will be selected to evaluate in accordance with the above, unless the collector specifically asked in a CIG-INATOR'S COMMENTS for an evaluation by the originator(s) of the other tasking references.

(c) Other references, but no ICIR's or SDR's. CIR, DIRM 3, and DIRM 9 are only checked when the IR originator specifically requests an evaluation. They are not randomly selected, but analysts may evaluate them on their own initiative at any time. If an evaluation is requested, the following applies: If an IR references a CIR, DIRM 3, and DIRM 9, only the CIR originator will be tasked, unless the originator also requested an evaluation by the DIRM 3 and/or DIRM 9 OPR's. If only DIRM 3 and DIRM 9 are cited, the DIRM 3 and DIRM 9 OPR's will be tasked for an evaluation. Evaluations may be requested as shown in paragraph 8.a, above, provided blocks 12 through 15 are the same for each reference.

(11) Block 11--REASON FOR EVALUATION. Mandatory. The appropriate block (A, B, C, or D—one only) indicates why the evaluation is being accomplished and will, except as noted below, be checked by DC-4A. Random selection of collector initiative IR's, block D (SEL BY COL MGR), will be checked whenever the other three blocks are not appropriate. The analyst will check block C if the evaluation is based on analyst initiative.

(12) Block 12--VALUE OF INFORMATION. Mandatory. The appropriate block describing the intelligence value of the information reported will be checked by the evaluator. Only one block (A, B, or C) will be marked. The

IR will be marked with the appropriate block of an IR:

(a) Block 12A--Of Major Significance. The IR contains information requested for the first time or that which sufficiently clarifies or completes present intelligence holdings and/or interpretations, or eliminates or modifies all such present intelligence holdings, or clarifies or modifies existing intelligence holdings, or contains information of such value that it is of major significance to the intelligence community.

(b) Block 12B--Of Value. The IR contains information which supplements or confirms present intelligence holdings and/or interpretations, and is useful in updating products, reports, estimates, basic intelligence products, or the data base.

(c) Block 12C--Of No Value. The IR contains information of no significance and does not contribute to present intelligence holdings and/or interpretations. This block must never be used to indicate that the evaluator is not responsible for the subject matter of the IR (see paragraph 8.a(2), above). If the IR is ICIR-sensitive and it is block 12C is checked, 12C must also be checked.

(13) Block 13. If the information is of no value and 12C is checked, the one best reason listed below must also be checked:

(a) Block 13A--Too Fragmentary. This block applies to information which is incomplete or lacks the detail necessary for clarity and/or comprehension.

(b) Block 13B--Duplicative. This block applies to information which is identical to information already on hand, indicating that it may have come from the same source or that it is of such common knowledge that it was not used to verify information reported by other sources.

(c) Block 13C--Untimely. This applies to information which is outdated or stale, but could have been of value if received earlier.

(d) **Block 14D—Not Responsive to Request Cited.** This block applies to information which is not responsive to the referenced requirement cited. Evaluators using this block must be the requirement's originator.

(14) **Block 14.** This block will be completed only if the analyst knows that the information has been or will be used in an intelligence product; otherwise, it is left blank. The evaluator will identify the general type of product(s) by checking one or more of the product descriptor blocks. Specific product number(s) must be identified in the space provided for that purpose in block 15. Products may include recurring reports (summaries, notices, updates, etc.), briefings, one-time reports or studies, or a variety of other items, and should always fall into one of the general areas described below. In essence, anything which is not included in this block was either not used or was included in the data base.

(a) **Block 14A—Basic Intelligence.** This block applies to general intelligence products which are often encyclopedic and detailed in nature, and usually includes information of a fundamental and long-term nature concerning facilities, resources, institutions, or conditions in foreign areas or countries. This information is usually collected to support production under the Defense Intelligence Production Schedule.

(b) **Block 14B—Current Intelligence.** This block applies to products of current, time-dominant interest which contain contemporary information concerning on-going situations in foreign areas or countries.

(c) **Block 14C—Estimative Intelligence.** This block applies to those products which focus on projecting future conditions in foreign areas or countries, either long-range or near-term, and which identify the major military and political, economic, or sociological facts and factors present in a foreign situation, development, or trend; interpret their significance; discuss possible future actions or events that may alter or stabilize present conditions; and appraise the prospective results of the various actions that might be taken or events that might occur.

(d) **Block 14D—S&T Intelligence.** Applicable when data are used in any scientific and technological product authorized by a Directorate for Scientific and Technical Intelligence (DTI) tasking (DTI project number).

(15) **Block 15—NAME OF PRODUCT(S).** List all products by full name in which this IR was or will be used, when known.

(16) **Block 16.** One block only (A, B, or C) will be checked for IR's responding to ICR's validated and levied in accordance with DIAM 58-2, Volume II, Part Four, indicating the extent to which the ICR was satisfied. ICR's are always evaluated unless the reporter specifically requests no evaluation. Block 16 will be completed only if block 11A above has been checked and only by the ICR's originating element.

(a) **Block 16A—Completely Satisfied.** This block is used only when an IR completely satisfies all portions of an ICR.

(b) **Block 16B—Partially Satisfied.** This block is used when an IR satisfies some portions of an ICR which must be identified by the analyst in COLLECTION GUIDANCE (block 17). If an entire ICR is satisfied for that collector, so state in the remarks (block 18). Block 16B is checked most frequently; when checked the evaluation must contain precise guidance in block 17 reflecting analyst's holdings (including sanitized all-source intelligence).

(c) **Block 16C—Not Satisfied at All.** This block usually indicates that an IR references an ICR, but contains no information responsive or relevant to the ICR. When this block is checked, COLLECTION GUIDANCE (block 17) must contain guidance to the collector indicating that the ICR has been reviewed and specifying why the information reported was not responsive or relevant to the ICR.

(17) **Block 17—COLLECTION GUIDANCE.** Not required for evaluations of IR's which reference DIRM 3, DIRM 9, or for initiative reporting. Mandatory unless block 16A is checked, indicating the IR completely satisfied

the ICR. This block is designed to provide constructive guidance that will assist the collector in supporting analysts' requirements. This block will not be used for laudatory or deprecatory remarks, or for any other non-guidance type of statements. If such statements are appropriate, they will be placed in REMARKS (Block 18). COLLECTOR'S GUIDANCE should be utilized for providing additional guidance to the collector beyond that stated in the requirements which would further assist him in responding to the requirement(s). It may be used to expand on the requirement, but not to levy new requirements. It is important that this paragraph is used as a prime, if not the prime, vehicle for analyst-to-collector communications. It should include points of observation, indicators of what to look for, suggested targets, indications of the precise type of data being sought and type of data not needed based on all-source holdings.

(C) Block 18 REMARKS. This block is optional and may be used to make additional remarks on the value, significance, and use of the information reported, but not collection guidance. If block 12A (OF MAJOR SIGNIFICANCE) is selected, analysts are encouraged to describe the nature of the report's contribution to intelligence holdings.

(19) Block 19--FOREIGN DISCLOSURE DATA.* Mandatory.

(a) Block 19A--Evaluator's Recommendation. The evaluator will complete 19A by completing one of the three entries. "Releasable evaluation not requested" will always be selected if the originator did not request an evaluation releasable to a foreign government or international organization. "Evaluation is not releas-

able" will be selected if the IR originator requested a releasable evaluation but no part of the evaluation may be released. If either of these blocks is checked, the evaluation need not be forwarded to the Foreign Disclosure Authority (FDA) whether the evaluation is hard copy or message format. If a releasable evaluation is requested, the evaluator may recommend those portions of blocks 17 and 18 of the evaluation which are releasable to which country(ies) organization(s) by completing the third statement. The evaluation, along with a copy of the IR being evaluated and any separate message requesting that that evaluation be releasable, if applicable, will then be forwarded to the FDA to complete the second portion of block 19. If the evaluation is in message format, the evaluator may for typing purposes, assume that the FDA will concur with the release recommendation of the evaluator and insert the FDA release statement. In this case, the evaluator's recommendation will not be included in paragraph 19 of the message. If the FDA does not concur with the evaluator's release recommendation, the FDA will make the necessary changes to the message.

(b) Block 19B--Foreign Disclosure Authority Decision. The FDA will complete block 19B by selecting one of the two statements provided, entering the FDA organization, and signing in the space provided or in the margin. The FDA organization and signature will be placed beside paragraph 19 on the file copy of message evaluations. The first statement, "Evaluation is not releasable," will be used only when the FDA does not concur with the evaluator's release recommendation. In this case, the FDA will line out the evaluator's recommendation to avoid confusion. In message evaluations, the FDA will make the appropriate alterations to the message. If the evaluator submits an evaluation to

NOTE: THE GUIDANCE AND REMARKS BLOCKS SHOULD UNDER NO CIRCUMSTANCES BE USED FOR COMMENTS CONCERNING DISSEMINATION PROBLEMS, E.G., NON-RECEIPT OF ENCLOSURES, DUPLICATIVE RECEIPT OF THE SAME REPORT, POOR REPRODUCTION, OR ANYTHING ELSE WHICH IS OF NO INTEREST TO THE COLLECTOR. DISSEMINATION AND OTHER ADMINISTRATIVE PROBLEMS SHOULD BE ADDRESSED BY SEPARATE CORRESPONDENCE TO RTS-2B AND DC-4A FOR RESOLUTION. THIS MAY BE ACCOMPLISHED TELEPHONICALLY, IF DESIRED.

the FDA which the IR originator did not request to be releasable, the FDA is authorized to change the evaluator's recommendation by lining out the release recommendation and checking the first statement, "Releasable evaluation not requested," or so changing paragraph 19 in message evaluations. In this case, no further action is required of the FDA.

(c) Message evaluations will have one of the following three statements in paragraph 19 abbreviated as shown. No other statements are needed.

1 FGN DISC DATA: RELEVAL NOT REQ

2 FGN DISC DATA: EVAL NOT REL

3 FGN DISC DATA: PER (organization of the FDA), NON-CAVEATED PORTIONS OF THIS EVAL, AS INDICATED, MAY BE REL TO AUTH REPS OF GOVTS OF (country code(s)) AT DISCRETION OF ORIG.

(20) Block 20—EVALUATOR'S NAME. Mandatory by the evaluator. Self-explanatory. Signatures are not desired. This block may also include the analyst's area of responsibility if desired.

(21) Block 21—EVALUATOR'S OFFICE SYMBOL. Mandatory by the evaluator. Self-explanatory. This must include the designation of the agency, command, or activity, followed by the evaluator's specific office symbol.

(22) Block 22—DATE EVALUATED.* Mandatory by the evaluator. Self-explanatory. Omit in message evaluations since the message date-time-group suffices.

(23) Block 23—ORIGINATOR OF IR. Title of IR originator's office, e.g., 66th MI Gp. This block normally is completed by DC-4A (except analyst initiative evaluations).

(24) CLASSIFICATION. Mandatory. Self-explanatory. Mark top and bottom with appropriate classification or with "UNCLASSIFIED." See appropriate security regulations for

additional information regarding classification of Defense information.

(25) DOWNGRADING, DECLASSIFICATION AND SPECIAL MARKINGS.* Mandatory. Self-explanatory. See appropriate security regulations for additional information regarding these markings, or consult with your local security office.

c. *Processing Analyst Initiative Evaluations and Evaluations Where DC-4A is Not Involved.* Such evaluations will be processed in the same manner as other evaluations except that the evaluator will complete all IR identification data blocks on the form as described in b, above. Blocks 1 (CUSTOMER NO), 8 (SUBJECT CODES) and 9 (REC'D BY DISSEM) will be omitted (enter "N/A" in message evaluations). Blocks 2 through 7 and 10 will be exactly as presented in the IR. Analyst initiative evaluations will have block 11C (SEL BY ANALYST) checked. Evaluations made on an analyst's initiative are encouraged when reports contain unusually valuable information, erroneous or incorrect information, or if it appears necessary or desirable to assist a collector in appraising the source of his information. As stated in paragraph 9.d, evaluations may address only a portion of an IR which will be identified in the COLLECTOR'S GUIDANCE (block 17) or REMARKS (block 18). Analysts will not initiate evaluations of ICR responsive IR's on which they are the OPR (Tasking originator). These types of IR's will be received automatically from DC-4A to evaluate.

d. *Composite Evaluations.*

(1) Two or more IR's may be evaluated using the same DD Form 1480 (in message or hard-copy format) if the IR's conform to all of the following:

(a) Are evaluated by the same analyst;

(b) Originate from the same collector;

(c) Reference the same target country(ies) in block 3;

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CHAPTER 16

DOD HUMINT INFORMATION REPORT EVALUATION PROGRAM

1. **PURPOSE:** To describe the objectives of the program, the use and contents of DD Form 1480 (Defense Intelligence Information Report Evaluation) or message equivalent, and procedures for preparing and processing the form. See paragraph 14 for the meaning of asterisked (*) items.

2. **REFERENCES:**

- a. DoD Directive 5105.21, "Defense Intelligence Agency," 19 May 1977.
- b. DIAM 58-2, Volume II, Part Nine, "Requirements Reporting/Guidance Programs (U)," SECRET/NOFORN, Chapter 15, "Intelligence Information Reports."
- c. DIAM 58-2, Volume II, Part Four, "Human Intelligence Tasking System (HITS) (U)," CONFIDENTIAL.
- d. DIAM 58-6, "Analysts-Attache Relationships (U)," CONFIDENTIAL.

3. **APPLICABILITY:** This chapter is applicable to all intelligence production activities of all DoD components and all voluntary non-DoD participant members of the the U.S. foreign intelligence community who utilize the Human Intelligence Tasking System (HITS) to accept satisfaction of intelligence information needs.

4. **AUTHORITY:** This chapter provides guidance on the DoD Human Source Intelligence (HUMINT) Intelligence Information Report (IR) Evaluation Program. This publication provides intelligence guidance to all DoD components and is issued under the authority delegated in DoD Directive 5105.21, "Defense Intelligence Agency," by the Secretary of Defense to the Director, Defense Intelligence Agency.

5. **SUPERSESSION:** This chapter supercedes DIAR 58-9, "Defense Information Report Evaluation," 1 August 1973.

6. **FORMAT:** Message evaluations will be used unless infeasible. DD Form 1480 is designed to be used as a draft format for preparation of messages. Message and hard-copy DD Form 1480 preparation guidance is provided at enclosures 1 and 2. An addressee guide is provided at enclosure 3.

7. **OBJECTIVES:** The evaluation program is designed as the primary means for user/consumer analyst feedback to field collectors. It guides the latter's collection efforts to better serve analysts' needs, reduces unnecessary or redundant collection and reporting, and assists in the most cost-effective utilization of scarce DoD HUMINT collection resources. The program also supports efforts to obtain performance and management data to assess the contribution of information gathered by DoD human resources collectors and the utility of such information in intelligence production and to end consumers. No conflict exists with reference d, as the analyst to attache communications channel is not audit trailed, applies only to expand on validated tasking actions, and affords necessary communications channels between collector and consumer.

8. **EVALUATION CRITERIA:**

A. DoD Evaluation Criteria. IR's are selected for evaluation only if the complete IR is available with all enclosures. The following criteria apply:

(1) All responses to Intelligence Collection Requirements (ICR's) must be evaluated by the originators of the requirements (see para 10.10.d.) unless the collector checks NO ("N") in the "REQUEST FOR EVALUATION" block of the IR, in which case the IR will not be evaluated.

(2) IR's containing collectors' requests for evaluation require evaluation by appropriate Offices of Primary Responsibility (OPR's) as determined by the DIA DC-4A liaison representative to the Document Analysis ranch (RTS-2B),

Central Reference Division (if an initiative IR) or by the originator (OPR) of continuing intelligence requirements (CIR's)/DIRM 3/DIRM 9 requirements cited in the IR. When evaluations are requested by the collector, the collector should identify specific questions or areas of interest to be evaluated by the analyst (see paragraph 10.d below).

(3) A standard statistically based random sample of initiative IR's will be selected by DIA Collection Management (DC-4) for evaluation sufficient to provide an acceptable statistical base characteristic of each collector's total initiative reporting effort and will be used only to insure that at least 15 percent of each collector's total reporting is evaluated.

(4) Production analysts at all echelons are strongly encouraged to evaluate IR's on their own initiative. Any analyst may initiate an evaluation when:

(a) It is not requested by the collector or not an ICR response (unless analyst is not the OPR for the requirement but still has interest in the subject).

(b) A particularly complete and thorough report is submitted which obviously involved the expenditure of more than average effort in the collection or preparation.

(c) The content makes a significant contribution to intelligence holdings.

(d) The content is judged to be inaccurate or misleading when compared with other holdings.

(e) The IR is considered of no value and further similar reporting is not desired.

(f) A dialogue is necessary to clarify points in the IR or provide guidance for future reporting.

(5) Special evaluations are directed by competent authorities.

(6) IR's responding to Source Directed Requirements (SDR's) will be evaluated when they reference the SDR followed by the word "COMPLETED." At that juncture, all IR's responsive to one SDR originated by the analyst must be evaluated on one DD Form 1480 or message equivalent annotated to reflect each IR number. Some SDR's may address a variety of topics (e.g., torpedoes, electronics, ASW, weapon systems, etc.) in which case one composite evaluation may not be feasible. To preserve the sense of direct feedback, single or cumulative responses to SDR's are therefore the analysts' or production agencies' option.

(7) IR's forwarding biographic or open-source data, regardless of HITS references, will not be tasked for evaluation unless requested by the collector with full justification in ORIGINATOR'S COMMENTS. However, analyst initiative evaluations on open-source data not considered of value are strongly encouraged as one means to reduce unneeded IR production.

b. Unified and Specified (U&S) Command Evaluation Criteria.

(1) U&S Commands and subordinate elements have the responsibility to select and evaluate all IR's responsive to their originated ICR's and IR's requesting evaluation which are responsive to their originated CIR's.

(2) U&S Commands may supplement the criteria specified above by establishing additional evaluation criteria for application to IR's originated by Command HUMINT collection resources, applicable only to analysts under their operational control.

(3) If an overriding reason exists precluding use of the message IR evaluation format:

(a) Three copies of hard-copy Command evaluations will be furnished to the Guidance and Requirements Branch (DC-4A) for inclusion in the evaluation data base and for other distribution.

(b) The original hard-copy evaluation will be expeditiously dispatched directly to the collector by the U&S Command or subordinate elements.

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(4) Analyst initiative evaluations by Theater subordinate analysts are strongly encouraged if the substance of an IR is of interest, disregarding possible evaluations by continental United States (CONUS) analytical activities.

(5) Message evaluations will always be addressed as shown in enclosure 3.

9. PROCEDURES:

a. Evaluations of IR's will be processed as follows:

(1) DC-4A will complete those blocks of the the IR identification data section specified in paragraph 10.b and, if hard copy, forward six copies of the DD Form 1480, together with the report to which the evaluation applies and its enclosures, to the production activity assigned to perform the evaluation. Assignment of collector initiative IR's for evaluation will be accomplished in accordance with the intelligence interests of the various DoD and other agencies' analytical elements worldwide.

(2) When overriding reasons preclude message evaluations pertinent to hard-copy evaluations, production activities will complete all portions of the evaluation form not previously completed by the DC-4A liaison representative to the Central Reference Division, detach the sixth (analyst's) copy for retention, and forward the remaining copies to DC-4A (unless special exception has been made on a case-by-case basis, such as shown in paragraph 7.b, above). The original will be forwarded by DC-4A to the collector within a maximum of 1 week. If there is no cognizant analytical activity within an agency, the entire package will be expeditiously returned to RTS-2B (not DC-4A) with a note stating, "NOT OPR. REQUEST RE-ROUTE." All completed evaluations must be returned to DC-4A within 30 days of IR and enclosure receipt. If an IR is erroneously assigned to an analyst for evaluation (where the analyst is not the OPR), the IR will not be evaluated or discarded, but will be re-routed as per above. Those evaluations nominated for release to foreign governments must be routed through the appropriate Foreign Disclosure Authority (see paragraph 10.b.(19), below, for specific guidance).

b. Services and U&S Command production activities which receive IR's responding to their ICR's directly from collectors will not receive duplicate IR's or evaluation forms from the DIA. These IR's will be evaluated applying the procedures outlined in the paragraphs above, i.e., the original evaluation will be returned directly to the collector, the fifth copy retained, and the other three copies sent to DC-4A. It is incumbent upon such production elements that each "Header Data" entry on the hard-copy or message evaluation is completed to avoid loss of the evaluation, or precluding DIA from properly entering data in the ADP support file (Eval File). All "Header Data" are easily discernible from the administrative blocks of the IR.

c. The use of message evaluations is directed unless there are overriding reasons why this cannot be accomplished. The message format is at enclosure 2 to this chapter. Message evaluations will be addressed to the collector, to DC-4A, and to intermediate levels of the collector's command, if appropriate. The subject of all evaluation messages will be "DOD IIR EVAL (U)." Use of the message format significantly reduces receipt time by collectors and considerably enhances the entire IR evaluation program.

d. Analysts are expected to evaluate only those portions of IR's which apply to their area of responsibility. They are not expected to comment on anything outside their area of expertise nor to staff the evaluation elsewhere to evaluate information outside their areas of expertise. The analyst will indicate in the COLLECTOR'S GUIDANCE (block 17) exactly what portions were evaluated. If the IR does not apply to an analyst's area of interest and does not cite an applicable requirement originated by the office, the IR was misdirected and should be routed in accordance with paragraph 10.a.(2), above.

e. Evaluations containing Sensitive Compartmented Information (SCI) or "RODCA" material are strongly discouraged due to distribution

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and handling problems. They should be addressed by separate correspondence passed through the appropriate handling system. All DD Forms 1480 or message equivalent should be at the collateral level and make reference to the separate sensitive correspondence, if applicable.

10. INSTRUCTIONS FOR COMPLETING DD FORM 1480 (AND MESSAGE EQUIVALENT).

a. General Guidance.

(1) Analysts' evaluations are the principle source of substantive feedback available to collectors and serve as guidance to collectors in their efforts to fulfill identified intelligence needs. Analysts are encouraged to exercise objectivity and candor in the preparation of evaluations, to include generous use of the mandatory COLLECTION GUIDANCE and the optional REMARKS sections (blocks 17 and 18) of the form which are designed to serve as vehicles for substantive dialogue between collectors and analysts.

(2) When a collector indicates in the REQUIREMENTS REFERENCES block of the IR that collection against an ICR (only) is "COMPLETED" or if an analytical agency indicates on an evaluation that the collector has completely satisfied the ICR, DC-4 will automatically delete that collector from the requirement (or cancel the requirement completely, if appropriate). If an analytical element believes that an IR marked "COMPLETED" does not fulfill the requirement for that collector because of perceived collection potentials, the analyst should so state in block 17 (COLLECTION GUIDANCE) of the DD Form 1480.

(3) If an IR quotes a requirement originated by the receiving analytical element, but the IR, in fact, does not answer any of the requirement, blocks 12.C and 13.D. will be checked (as well as 16.C., if appropriate). Guidance will then be included in block 17 COLLECTION GUIDANCE to redirect the collector's efforts.

(4) Hard copy DD Form 1480 (when use is necessary vice message evaluations) need not be typed. Legible, handwritten evaluations are acceptable. *All copies* must be readable. Corrections or strike-outs are acceptable.

(5) Advance IR's (e.g., electrical message IR's which do not include all enclosures) will not be evaluated, even if requested, until the enclosures have been received. DC-4A will not task analysts for evaluations until the *complete* IR is available. If analysts mistakenly receive such requests for evaluation, they are to return them to DC-4A with an appropriate note attached and without completing any portion of the evaluation. Analysts should make certain that the enclosures have not, in fact, been received before taking this action.

(6) The collector may cite the following types of requirements references. They will always contain nine characters (except INITIATIVE). Prefixes "ICR," "SDR," "CIR," and "DIRM" are not desired. If applicable, "completed" (may be abbreviated "COMP") must follow each ICR and SDR reference. See DIAM 58-2, Volume II, Part Four for full explanation of these references.

(a) DIRM 3: The first character will always be Z. Example: Z-DI3-UR015.

(b) DIRM 9: The first character will always be Y. Example: Y-DIRM9-001.

(c) SDR: The first characters will always be SD. Example: SD-FST-0001/CONT. Note that SDR prefixes from the Joint/unified commands are "SU" (Reference DIAM 58-2, Volume II, Part Four, "Human Intelligence Tasking System (HITS) (U)," CONFIDENTIAL, 17 December 1979, page 20).

(d) ICR: The first character(s) will be other than SD, Y, or Z, and the fifth character other than 4. Example: G-FST-19333/COMP.

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(e) CIR: The first character(s) will be other than SD, Y, or Z, and the fifth character will be 4. Example: G-FST-49333.

(f) INITIATIVE: Self-explanatory. Only an X is required in the appropriate space on the hard-copy DD Form 1480. In the message format, place the word "initiative" in paragraph 10.

b. *DD Form 1480 and Message Equivalent-Specific Guidance.* The following specific instructions are keyed to the data blocks shown on DD Form 1480 and will be followed in the completion of those blocks. Blocks which must always be completed are indicated by the word "mandatory." The provisions of this paragraph also apply to hard-copy except where noted herein or in enclosures 1 (hard copy) or 2 (message format) to this chapter. All items in blocks 2 through 11 will be filled out exactly as they appear on the IR unless otherwise noted herein.

(1) Block 1-CUSTOMER NO.* The customer number of the production activity designated to receive the IR for evaluation will be entered by DC-4A in this block.

(2) Block 2-IR NO.* Mandatory. The ten-digit number will be placed in this block by DC-4A (see paragraph 9.b above).

(3) Block 3-TARGET COUNTRIES.* Mandatory. The two-character target country or area code(s) will be entered by DC-4A. The full names of the countries are not desired.

(4) Block 4-REPORTER'S NAME (DAO's only). Mandatory where applicable. The last name of the individual in the USDAO who wrote the IR will be entered here; otherwise, the block is left blank. This will be completed by DC-4A.

(5) Block 5-IR DATE.* Mandatory. The date of the IR will be entered in year-month-day sequence in the six blocks provided, e.g., 720209, by DC-4A.

(6) Block 6-SOURCE NO.* Mandatory when provided. Source numbers (such as Source Code Identifiers) will be entered by DC-4A. Narrative source descriptions, names, and the like will not be entered. Leave blank when no source number is provided by the IR originator.

(7) Block 7-PROJECT NO.* Mandatory for collectors under program elements 31012 and 31022 (HUMINT) only. The six-digit collection project number will be entered in this block by DC-4A.

(8) Block 8-SUBJECT CODE(S)* This block is for DC-4A use only. Enter "N/A" on message evaluations. Leave blank on hard copy evaluations.

(9) Block 9-REC'D BY DISSEM.* Mandatory except as indicated in paragraph 10.c, following. The date on which the IR was received by the Dissemination Activity will be entered by that activity in year-month-day sequence.

(10) Block 10-REFERENCE(S). Mandatory. If the IR responds to an ICR, an SDR, a CIR, a DIRM 3, or a DIRM 9, DC-4A will check block A and enter the tasking reference(s). If the IR is a collector initiative, block 9B will be checked. When multiple requirements are referenced in an IR, the criteria below will be followed in selecting which analytical agency(ies) will be tasked to evaluate the IR. (*NOTE: Analysts may elect to evaluate any IR on their own initiative without regard to the following instructions.*)

(a) *More than one ICR and/or ICR(s)-SDR combination, but no other tasking references.* An evaluation form will be forwarded to the originator(s) of the ICR(s) and, when marked "Complete," to the originator of the SDR-one form of each ICR and SDR cited. If the same analyst is assigned to evaluate the same IR more than once because he was the originator of more than one of the ICR's referenced, he may combine the evaluations on the same form (discarding the unused forms) by adding in block 10 the additional ICR's from the discarded forms, provided that blocks 12 through 16 are the same for each. Blocks 17 and 18 may be subparagraphed for the purpose of discussing each ICR response. If blocks 12 through 16 are not identical for all, a separate form must be used for

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each. SDR's (when exploitation is "Complete") must be evaluated separately. SDR's may be evaluated separately at the option of the analyst or production agency as outlined in paragraph 8.a.(6), above.

(b) *An SDR, one or more ICR's, or ICR(s)-SDR combination with other types of references also cited.* Only the originator of the ICR(s) and/or SDR (when "Complete") will be tasked to evaluate in accordance with (a), above, unless the collector specifically asked in ORIGINATOR'S COMMENTS for an evaluation by the originator(s) of the other tasking references.

(c) *Other references, but no ICRs or SDRs.* CIR, DIRM 3, and DIRM 9 are only evaluated when the IR originator specifically requests an evaluation. They are not randomly selected, but analysts may evaluate them on their own initiative at any time. If an evaluation is requested, the following applies: If an IR references a CIR, DIRM 3, and DIRM 9, only the CIR originator will be tasked, unless the originator also specified an evaluation by the DIRM 3 and/or DIRM 9 OPR(s). If only DIRM 3 and DIRM 9 are referenced, the DIRM 3 and DIRM 9 OPR's would be tasked for an evaluation. Evaluations may be combined as shown in paragraph (a), above, provided blocks 12 through 15 are the same for each reference.

(11) Block 11-REASON FOR EVALUATION. Mandatory. The appropriate block (A, B, C, or D-one only) indicates why the evaluation is being accomplished and will, except as noted below, be checked by DC-4A. Random selection of collector initiative IR's, block D (SEL BY COL MGR), will be checked whenever the other three blocks are not appropriate. The analyst will check block C if the evaluation is based on analyst initiative.

(12) Block 12-VALUE OF INFORMATION. Mandatory. The appropriate block describing the intelligence value of the information reported will be checked by the evaluator. Only one block (A, B, or C) will be marked. The following criteria will be applied in judging the value of an IR:

(a) Block 12A-Of Major Significance. The IR contains information reported for the first time or that which significantly clarifies or amplifies present intelligence holdings and/or interpretations; corroborates or negates all-source reporting; provides the basis for significantly revising previous analyses or estimates; or provides unique or timely indications or warning of impending foreign military or political action.

(b) Block 12B-Of Value. The IR contains information which supplements or confirms present intelligence holdings and/or interpretations, and is useful in updating previous analyses, estimates, basic intelligence products, or the data base.

(c) Block 12C-Of No Value. The IR contains information of no significance and does not contribute to present intelligence holdings and/or interpretations. This block must never be used to indicate that the evaluator is not responsible for the subject matter of the IR (see paragraph 9.a.(2), above). If the IR is ICR-responsive and this block (12C) is checked, 16C must also be checked.

(13) Block 13. If the information is of no value and 12C is checked, the one best reason below must also be checked:

(a) Block 13A-Too Fragmentary. This block applies to information which is incomplete or lacks the detail necessary for clarity and/or comprehension.

(b) Block 13B-Duplicative. This block applies to information which is identical to information already on hand, indicating that it may have come from the same source or that it is of such common knowledge that it was not used to verify information reported by other sources.

(c) Block 13C-Untimely. This applies to information which is outdated or stale, but could have been of value if received earlier.

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(d) Block 13D-Not Responsive to Tasking Cited. This block applies to information which is not responsive to the referenced requirement(s). Evaluators using this block must be the requirement's originator.

(14) Block 14. This block will be completed only if the analyst knows that the information has been or will be used in an intelligence product; otherwise, it should be left blank. The evaluator will identify the general type of product(s) by checking one or more of the descriptor blocks. Specific product name(s) must be identified in the space provided for that purpose in block 15. Products may include recurring reports (summaries, notices, updates, etc.), briefings, one-time reports or studies, or a variety of other items, and should always fall into one of the general areas described below. In essence, anything which is not included in this block was either not used or was included in the data base.

(a) Block 14A- Basic Intelligence. This block applies to general intelligence products which are often encyclopedic or detailed in nature, and usually includes information of a fundamental and long-term nature concerning facilities, resources, institutions, or conditions in foreign areas or countries. This information is usually collected to support production under the Defense Intelligence Production Schedule.

(b) Block 14B-Current Intelligence. This block applies to products of current, time-dominant interest which contain contemporary information concerning on-going situations in foreign areas or countries.

(c) Block 14C-Estimative Intelligence. This block applies to those products which focus on projecting future conditions in foreign areas or countries, either long-range or near-term, and which identify the major military and political, economic, or sociological facts and factors present in a foreign situation, development, or trend; interpret their significance; discuss possible future actions or events that may alter or stabilize present conditions; and appraise the prospective results of the various actions that might be taken or events that might occur.

(d) Block 14D-S&T Intelligence. Applicable when data are used in any scientific and technological product authenticated by a Directorate for Scientific and Technical Intelligence (DT) tasking (DT project number).

(15) Block 15-NAME OF PRODUCT(S). List all products by full name in which this IR was or will be used, when known.

(16) Block 16. One block only (A, B, or C) will be checked for IR's responding to ICR's validated and levied in accordance with DIAM 58-2, Volume II, Part Four, indicating the extent to which the ICR was satisfied. ICR's are always evaluated unless the reporter specifically requests no evaluation. Block 16 will be completed only if block 11A above has been checked and only by the ICR's originating element.

(a) Block 16A-Completely Satisfied. This block is used only when an IR completely satisfies all portions of an ICR.

(b) Block 16B-Partially Satisfied. This block is used when an IR satisfies some portions of an ICR which must be identified by the analyst in COLLECTION GUIDANCE (block 17). If an entire ICR is satisfied for that collector, so state in the remarks (block 18). Block 16B is checked most frequently; when checked the evaluation must contain precise guidance in block 17 reflecting analyst's holdings (including sanitized all-source intelligence).

(c) Block 16C-Not Satisfied at All. This block usually indicates that an IR references an ICR, but contains no information responsive or relevant to the ICR. When this block is checked, COLLECTION GUIDANCE (block 17) must contain guidance to the collector indicating that the ICR has been reviewed and specifying why the information reported was not responsive or relevant to the ICR.

(17) Block 17-COLLECTION GUIDANCE. Not required for evaluators of IR's which reference DIRM 3, DIRM 9, or for initiative reporting. Mandatory unless block 16A is checked, indicating the IR completely satisfied

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the ICR. This block is designed to provide constructive guidance that will assist the collector in supporting analysts requirements. This block will not be used for laudatory or depreciatory remarks, or for any other non-guidance types of statements. If such statements are appropriate, they will be placed in REMARKS (block 18). COLLECTOR'S GUIDANCE should be utilized for issuing additional guidance to the collector beyond that stated in the requirement(s) which would further assist him in responding to the requirement(s). It may be used to expand on the requirement, but not to levy new requirements. It is important that this paragraph is used as a prime, if not the prime, vehicle for analyst-to-collector communications. It should include points of observation, indicators of what to look for, suggested targets, indications of the precise type of data being sought and type of data not needed based on all-source holdings.

(18) Block 18-REMARKS. This block is optional and may be used to make additional remarks on the value, significance, and use of the information reported, but not collection guidance. If block 12A (OF MAJOR SIGNIFICANCE) is selected, analysts are encouraged to describe the nature of the report's contribution to intelligence holdings.

(19) Block 19-FOREIGN DISCLOSURE DATA.* Mandatory.

(a) Block 19A-Evaluator's Recommendation. The evaluator will complete 19A by completing one of the three entries. Releasable evaluation not requested will always be selected if the originator did not request an evaluation releasable to a foreign government or international organization. "Evaluation is not releasable" will be selected if the IR originator requested a releasable evaluation but no part of the evaluation may be released. If either of these blocks is checked, the evaluation need not be forwarded to the Foreign Disclosure Authority (FDA) whether the evaluation is hard-copy or message format. If a releasable evaluation is requested, the evaluator may recommend those portions of blocks 17 and 18 of the evaluation which are releasable to which country(ies)/organization(s) by completing the third statement. The evaluation, along with a copy of the IR being evaluated and any separate message requesting that that evaluation be releasable, if applicable, will then be forwarded to the FDA to complete the second portion of block 19. If the evaluation is in message format, the evaluator may for typing purposes, assume that the FDA will concur with the release recommendation of the evaluator and insert the FDA release statement. In this case, the evaluator's recommendation will not be included in paragraph 19 of the message. If the FDA does not concur with the evaluator's recommendation, the FDA will make the necessary changes to the message.

(b) Block 19B-Foreign Disclosure Authority Decision. The FDA will complete block 19B by selecting one of the two statements provided, entering the FDA organization, and signing in the space provided or in the margin. The FDA organization and signature will be placed beside paragraph 19 on the file copy of message evaluations. The first statement, "Evaluation is not releasable," will be used only when the FDA does not concur with the evaluator's release recommendation. In this case, the FDA will line out the evaluator's recommendation to avoid confusion. In message evaluations, the FDA will make the appropriate alterations to the message. If the evaluator submits an evaluation to

NOTE: THE GUIDANCE AND REMARKS BLOCKS SHOULD UNDER NO CIRCUMSTANCES BE USED FOR COMMENTS CONCERNING DISSEMINATION PROBLEMS, E.G., NON-RECEIPT OF ENCLOSURES, DUPLICATIVE RECEIPT OF THE SAME REPORT, POOR REPRODUCTION, OR ANYTHING ELSE WHICH IS OF NO INTEREST TO THE COLLECTOR. DISSEMINATION AND OTHER ADMINISTRATIVE PROBLEMS SHOULD BE ADDRESSED BY SEPARATE CORRESPONDENCE TO RTS-2B AND DC-4A FOR RESOLUTION. THIS MAY BE ACCOMPLISHED TELEPHONICALLY, IF DESIRED.